

**SCOPE OF WORK AND REQUEST FOR PROPOSAL TO DESIGN-BUILD**

**Parking Lot at Holcombe and Ringness Ave.**

**Michael E. DeBakey VA Medical Center**

**A. PART I - GENERAL**

**A1. Scope of Contract**

A. The Design- Build team shall provide all design-build (DB) services necessary for complete design and construction of 180,000 SF of land south of Holcombe Blvd and West of Ringness Ave for a Crushed Concrete/Crushed Asphalt parking lot for Approx. 450 Cars. A survey of entire site shall be done to determine traffic flow including layout parking spaces, car stops, and light poles. The VA will provide a conceptual drawing that is for reference only. Project shall be completed in two scopes:

1. **Phase 1 Complete an area designated by the VA for approx. 200 cars.**
2. **Phase 2 removal of existing adjacent 138 car parking lot materials to be used by contractor in the remainder of the new parking lot.**

BID ITEM #1 TO INCLUDE:

Construct new Crushed Concrete/Crushed Asphalt lot, maintain proper drainage and provide adequate lighting for approx. 180,000 SF of land. Bid shall include proper drainage, lighting, car stops, adequate entry and exits, and asphalt topping at each entry and exit to avoid erosion due to frequent traffic in and out of parking lot.

B. As part of the RFP site utility drawings shall be provided by the V.A. These drawings are for reference and informational use only and shall not be used to solely define existing conditions. It shall be the responsibility of the design-build team to research the sites to identify locations and elevations of all utilities and site conditions and insure their integrity throughout the project.

C. The design build package shall be complete and all inclusive with the following minimum requirements:

Site topographical survey showing elevations and storm drainage.

Soil analysis conducted by a certified testing lab.

Job mix formula to stabilize sub grade and obtain optimum  
Compaction.

Sub base material minimum of 6" compacted granular material based on  
soil analysis.

Strip off minimum of 4-6 inches of existing soil and grass and  
remove from site. Grade, stabilize and compact existing sub-grade  
to 95% compaction.

Install a concrete inlet top with traffic grate at the existing area  
inlets.

If there is a manhole in the Scope of Work contractor is responsible  
for installing a riser to bring to new grade. This will be  
determined when a walk-thru is scheduled.

Contractor shall provide asphalt from concrete driveway to tie into  
the crushed concrete parking lot to allow a hard surface from hard  
concrete entry to surface of crushed concrete lot. Contractor shall  
provide a minimum of 30' of asphalt for each entry.

Install a geo-textile filter fabric and geo-grid stabilization  
material on the compacted sub-grade.

Install minimum 6-inches of crushed rock base material, slope to  
inlet, sprinkle, compact and fine grade.

Install minimum 2-inches of crushed asphalt on the finished base  
course.

Compact and fine grade the crushed asphalt material to achieve the  
finished surface.

Install approx. 450 pre-cast concrete car stops.

Supply and install 12- 30' pole lighting with 2 light fixtures per  
pole to match existing light poles and fixtures on the property.  
The concrete base shall be 2' round x 6' deep with a 10' ground rod  
at each pole. Tie pole lighting into existing lighting poles. To be

included in design Contractor is responsible for load analysis on circuits to be used as to not overload any circuit. Final placement of poles shall be determined by the COTR.

## **A2. Definitions**

- A. Design-Build (DB) as defined by the Department of Veterans Affairs (VA) is the procurement by the Government, under one contract, with one firm or joint venture (JV) for both design and construction services for a specific project.
  - 1. Contracting Officer: The services to be performed under this contract are subject to the general supervision, direction, control and approval of the Contracting Officer.
  - 2. Contracting Officer's Technical Representative (COTR): The COTR is responsible for administering contracts under the immediate direction of the Contracting Officer. Also, the COTR is responsible for protecting the Government's interest in the execution of the construction contract work. His duties include surveillance of all construction work to assure compliance with the contract documents, interpretation of the contract documents, approval of changed work, approval of all submittals, samples, shop drawings, etc.
  - 3. Design Build Contract: This term, as used herein, refers to the Contract to perform the design and construction of the project.
  - 4. Contractor: This term, as used herein, refers to the contractor under this contract or the DB team.
  - 5. AE: This term, as used herein, refers to the Architect-Engineer firm that is a part of the DB team, also referred to as DB/AE.

## **B. PART II - RESPONSIBILITIES**

### **B1. Design-Build Team:**

- A. The DB team includes all Joint-Venture J/V partners, consultants and sub contractors to the one firm. The DB team shall provide Architectural and Engineering disciplines for the preparation of construction documents, and construction contractor capabilities for construction of the project.
- B. If the DB Team A/E and contractor are a J/V (not one and the same firm) engineering and other technical consultants shall be subcontractors of the J/V Architect - not the Design-Build construction contractor or sub contractors. If the DB Team A/E and contractor are one and the same firm (not a J/V) those consultants shall be subcontractors of DB firm not the construction subcontractors.

C. The RFP documents are for reference purposes only to define existing conditions, certain required items, and design parameters to be included in the project. It is the DB Team's responsibility to complete the documents and construction in a manner consistent with the intent of the RFP documents within the required time period (contract length).

**C. PART III - PROPOSAL REQUIREMENTS: See section "Preparation of Proposal"**

**D. PART IV - POST AWARD REQUIREMENTS**

**D1. Construction Document Preparation:**

A. Design Review Submissions:

1. The Design-Build Team A/E (DB A/E) shall prepare and submit complete construction documents for review and approval by the VA in accordance with standard professional practice, the Department of Veterans Affairs RFP (VA RFP), and prevailing codes.
2. The documents may be divided into multiple review submission packages. The VA will review as many as six (6) package submissions (examples: demolition, civil, architectural, structural, mechanical, Electrical, plumbing etc.) to facilitate the start of construction.
3. All submission packages will be reviewed at (50%) and (95%) completion stages. The (95%) review submission packages will incorporate the final review comments from the (50%) review. If any package is not complete for the required stage a post review may be required the cost of which will be borne by the DB Team.
4. Each review submission package shall include five (5) hard copy sets and two (2) sets on CD-ROM. The package will include an index of drawings (by sheet number and title) and specifications (by section number and title) submitted. The packages will be submitted to the Contracting Officer.

B. Design Review Meetings:

1. A review meeting to resolve design issues will be held for each design review package submitted. The meeting will include discussion of VA comments on functional relationships and technical peer review comments (by others).
2. Participants will include RFP A/E, VA Staff and DB team members as appropriate for the specific package to be reviewed and others. The DB team members will each allow for one (1) full day for each discipline/package design review meeting. DB team management will be present at each review meeting.

3. The DB team shall allow a minimum of ten (10) working days for each review cycle. A cycle includes:
  - a. The VA's receipt of the design review submission package.
  - b. The review meeting.
  - c. DB teams receipt of comments from the VA, either electronically, by fax, or by hard copy delivery.
4. Coordination of the review meeting schedules will be the responsibility of the VA Project Manager (for the VA and RFP AE) and the DB Team Project Manager (for the DB Team). See section H. Quality Assurance/Quality Control.

C. Electronic Media:

1. Design review submission drawings and final Construction Document submission drawings will be executed in electronic format AutoCAD version 2011.
2. The drawings included in the VA RFP will be available to the DB team in electronic format in AutoCAD version 2011 for use in preparing the construction drawings. Since data stored on electronic media can deteriorate undetected or be modified without the RFP Architect/Engineer's knowledge, the CADD drawing files are provided without warranty or obligation on the part of the RFP Architect/Engineer as to accuracy or information contained in the files. The user shall independently verify all information in the files. Any user shall agree to indemnify and hold the RFP Architect Engineer harmless from any and all claims, damages, losses, and expenses including, but not limited to, attorney's fee arising out of the use of the CADD drawing files.
3. Design review submission specifications and other 8 1/2 by 11 formatted material and final Construction Document submission specifications and other 8 1/2 by 11 formatted material will be executed in electronic format Microsoft Office, Word.
4. The specifications included in the VA RFP shall be available to the DB team in electronic format in Microsoft Office, Word, for use in preparing the construction specifications. Since data stored on electronic media can deteriorate undetected or be modified without the RFP Architect/Engineer's knowledge, the CADD version 2011 drawing files are provided without warranty or obligation on the part of the RFP Architect/Engineer as to accuracy or information contained in the files. The design builder shall independently

verify all information in the files and shall agree to indemnify and hold the RFP Architect Engineer harmless from any and all claims, damages, losses, and expenses including, but not limited to, attorney's fee arising out of the use of the electronic files.

5. The construction record drawings shall be completed in AutoCAD version 2011.

D. Professional Licensing:

1. The DB A/E who prepares the construction documents shall be a professional architect or engineer licensed in the State of Texas.
2. The professional seal indicating such license by the state shall appear on the final construction documents. The architect whose seal is shown will be known as the Architect of Record. The DB A/E shall certify compliance with the VA RFP and all applicable codes.

E. Approved Construction Documents:

1. The final construction document submission package will be submitted by the DB team for approval by the VA after completion of the 95% review cycle for the final package to be submitted by the DB team. The VA will have 5 days to take approval action.
2. The final construction documents submission package will include a full set of construction documents including all disciplines/packages.
3. The final construction documents submission package will incorporate all VA supplied comments from the earlier 50% and 95% submission package reviews and will comply with the VA RFP.
4. If the final construction documents submission package is not complete a post submittal may be required the cost of which will be borne by the DB Team.
5. The approved final construction documents include such details that the project can be constructed and will be used for construction of the project.
6. See CONSTRUCTION PERIOD SUBMITTALS for Approved Construction Document distribution.

F. Construction Drawing Preparation - Mandatory material and equipment schedules and details may be indicated either on the drawings or in the specifications, at the option of the DB team. The construction drawings shall include a coordinated set of the following:

1. Structural drawings including foundation plans, framing plans, radiation shielding, schedules, and details, including general notes

- and all calculations. Structural drawings shall include elevation and detail for the radiation shielding.
2. Architectural drawings include floor plans showing and identifying equipment required. Architectural drawings shall include detail and elevation for all equipments.
  3. Fire protection drawings including floor and roof plans, riser diagrams, equipment schedules, and details, including general notes calculations and all related calculations.
  4. Plumbing drawings including floor and roof plans, riser diagrams equipment schedules, plumbing fixture schedules, and details, including general notes, and all related calculations.
  5. HVAC drawings including floor and roof plans, equipment schedules, and details, including general notes and all related calculations. Also provide sections for mechanical equipment rooms and sequence of operation for all HVAC equipment. Submit duct and piping layouts for the area. Provide flow and control diagrams for hot water, chilled water, and compressed air. Where existing of HVAC systems are retained and modified to serve new or existing areas, show what steps must be taken for proper functioning of the integrated systems. Provide demolition drawings showing the extent of removal for exiting systems and equipment.
  6. Electrical drawings include site demolition plans, site, floor and roof plans (power, lighting, cable access run, communication and other systems), one-line diagrams, panel schedules, equipment schedules, light fixture schedules calculations and details. One-line diagrams of the normal and emergency electrical power distribution system shall be submitted. Include low voltage main and secondary power distribution panels. Verify that existing feeders to be reused are adequately sized for the proposed project. A complete survey of electrical supply shall be conduct and provide a copy of this survey to COTR prior to any modification. Inform the COTR if the isolation transformers and/or power conditioner are required where the specified requirement can not be met. Preliminary design data, assumptions, and calculations shall be submitted.
  7. Fire Protection drawings floor and roof plans, riser diagrams, equipment schedules, and details, including general notes calculations and all related calculations.

- G. Construction Specifications - Project specifications shall include specifications for all products, materials, equipment, methods, and systems shown on the construction drawings in accordance with standard professional practice and the VA RFP. The specification submitted for review shall include:
1. The name of the manufacturer, the product name, model number, and indicate if an equivalent is acceptable. Other identification as appropriate to clearly identify the product that will be used in the construction of the project shall be included;
  2. Other data as appropriate to clearly identify the product that will be used in the construction of the project i.e. shop drawings, product data, and samples as required by the VA RFP documents; and
  3. The required stamp of the licensed architect or engineer of record will be considered as certification of compliance with the RFP requirements.
- H. Design Requirements - Compliance with codes and standards.
1. Project design shall be in compliance with applicable standards and codes described in VA Program Guides and design materials included or referenced in the solicitation materials.
  2. See Approved Construction documents, above, for required inclusion of design review comments.
  3. The DB team shall provide prompt, written notification to the Contracting Officer concerning conflicts with, or recommended deviations from codes, laws, regulations, standards, and opinions of review officials as described above. No work altering the scope of this contract shall be undertaken prior to receipt of written approval from the Contracting Officer.
- I. Quality Assurance/Quality Control:
1. To reduce design errors and omissions, the DB team shall develop and execute a QA/QC plan that demonstrates the project plans and specifications have gone through a rigorous, thorough review and coordination effort.
  2. Within 2 weeks of receipt of Notice to Proceed, the DB Team will submit a QA/QC plan describing each QA/QC task that will be taken during the development of the various design submission packages and the name of the DB Team member responsible for QA/QC.



- a. Upon its completion each task shall be initialed and dated by the responsible DB Team member.
- b. A 100% completed QA/QC plan shall be submitted with the final construction document submission package.

**D2. Construction Period Submittals**

- A. The DB contractor shall distribute a total of ten (10) sets of the approved construction documents prepared by the DB Team to the VA and RFP AE, as directed by the VA Project Manager.
- B. Other submittals - The DB team shall submit test results, certificates, manufacturer's instructions, manufacturers' field reports, etc. as required by the VA RFP specifications, to the Contracting Officer.
- C. Project record drawings - The DB team will maintain a set of construction documents (field as-built drawings) to record actual construction changes during the construction process as required by the RFP specifications. The project record drawings will be available for review by the VA Resident Engineer at all times.
- D. Shop drawings and submittals - The DB A/E shall check government furnished and/or the DB construction contractor's shop drawings, detail drawings, schedules, descriptive literature and samples, testing laboratory reports, field test data and review the color, texture and suitability of materials for conformity with the RFP Documents and construction documents. The DB A/E shall recommend approval, disapproval, or other suitable disposition to the COTR. The COTR will have final approval authority. The DB AE shall evaluate the submittals with reference to any companion submittals that constitute a system. When necessary, the DB A/E will request the DB Construction Contractor to submit related components of a system before acting on a single component. Should this procedure be inappropriate, the DB A/E shall review all prior submittals for related components of the system before acting on a single component. The DB A/E may be required to hold joint reviews with the VA technical staff and /or the RFP AE on complicated system submittals. The DB A/E shall notify the COTR in writing of any and all deviations from the requirements of the construction documents that he has found in the submittals.

**D3. Project Close-Out**

The DB team shall comply with the requirements in the "General Conditions", Section 01001, and "General Requirements", Section 01010, for submission of final RFP as built drawings, manuals, and other

documents as noted. All required as built drawings and specifications will be submitted in the same format required for the construction documents.

**D4. Site Visits and Inspections**

During the construction period the DB A/E shall make weekly visits to the project site when requested by the COTR. The COTR may also request visits for special purposes. Only registered architects and engineers thoroughly familiar with the project may make these site visits. The COTR has the prerogative to determine the professional discipline(s) required for any visit. The DB A/E shall observe the construction, advise the COTR of any deviations or deficiencies or solutions to issues discussed. A site inspection report which includes the purpose of the inspection, items reviewed, deficiencies observed, recommendations and additional actions required, shall be furnished to the COTR within three work days following the site visit date.

**D5. IT Security Certification and Accreditation**

The IT Security Certification and Accreditation (C&A) requirements do not apply to this solicitation. A Security Accreditation Package is not required.

**D6 Personal Identity Verification Requirement**

Pursuant to Homeland Security Presidential Directive (HSPD-12), Policy for a Common Identification Standard for Federal Employees and Contractors, dated August 27, 2004, mandates that Federal employees and contractors be issued a standard and reliable form of identification that complies with the technical and procedural requirements defined in Federal Information Processing Standards Publication (FIPS) 201, Personal Identity Verification (PIV) of federal employees and contractors, dated February 25, 2005, as amended by FIPS 201-1, dated March 2006.

Contractor's workers working under this contract will be required to wear the Non personal identity verification (Non-PIV) cards or flash badges issued by the VA Human Resource Office whenever they work on the VA premises under this contract. The Non-PIV cards or flash badges grant them the physical access ONLY to the VA premises for the contract duration of less than 6 months or during the contract duration prescribed in this contract. To receive the Non-PIV cards or flash

badge, Contractor's superintendent and/or workers will be required to comply with the following:

- The background investigation process conducted by the Government and must receive favorable adjudication before they can be allowed to commence any work under this contract on the VA premises.
- Completion of training delineated in VA Handbook 6500.6, Appendix C, Section 9 which is attached and made part of the contract resulted from this solicitation.
- Signed "Contractor Rules of Behavior" in VA Handbook 6500.6 Appendix E which is attached and made part of the contract resulted from this solicitation.

Upon receiving the notice from the Contracting Officer on the requirement of compliance with the background investigation for the Non-PIV cards or flash badge, Contractor shall promptly comply with the notice for the process and timeframe specified in the notice.

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